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ABSTRACT

The work completed under this contract constitutes one phase of the Medieval India Bibliographical Project. This phase consisted of the systematic compilation of a bibliography of works in the Hindi and Urdu languages concerned with the premodern history of Islamic domination of the Indian subcontinent. The purpose of this research was to list previously obscure or unknown monographic and periodical literature. In order to obtain this information, during the period from July 1973 to May 1974, the periodical and monographic holdings of a large number of libraries in North India were examined and the bibliographic data recorded. All pertinent titles were selected and multiple subject entries compiled for each title, as the character of the works required. To the extent possible, all author and title entries have been verified in the National Union Catalog, and where required, any additional information has been provided. Full bibliographic data was collected for 7,591 items. A procedures manual for the project as a whole is included with the final report. (Author/LG)

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FINAL REPORT

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THE MEDIEVAL INDIA BIBLIOGRAPHICAL PROJECT: HINDI-URDU PHASE

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BACKGROUND

The Medieval India Bibliographical Project is a systematic compilation of a bibliography of all published works, both books and periodical articles regardless of language, pertaining to the pre-modern history of Islamic domination of the Indian sub-continent. Unpublished dissertations from major Indian, European and American universities are also to be included. The chronological limits of the period covered are approximately 630 AD to 1750 AD.

Adequate bibliographies, either comprehensive or specialized, which could assist scholars working on Medieval Muslim India, do not exist. The academic purpose of the project is to meet this need by compiling a comprehensive subject-indexed bibliography of published works in both western and non-western languages. In addition to the general need for a reliable bibliographical guide to the period the following special areas would be served by the bibliography: (1) Identification and listing of the large numbers of published texts and secondary works in non-western languages on Medieval India published in the sub-continent; works which are, in general, unknown to American and European scholars. (2) Inclusion and analysis of the large British periodical literature of the late 18th and 19th centuries devoted to historical subjects. Often articles by British administrators included local histories which are of immense value for specialists in the medieval period. (3) Compilation of Dutch, French, Portuguese, German, and Russian materials. Much of this literature is not presently being utilized by American scholars. (4) Listing and analysis of the large numbers of unpublished Ph.d dissertations devoted to this period. Dissertations from South Asian universities have never been fully utilized by Western scholars. (5) Organizing in one compilation materials dealing with both the Hindu and Islamic segments of Indian society during the period. Previous bibliographies have tended to exclude one or the other (e.g. to list works dealing with "Islamic" subjects such as Sufism; but neglecting consideration of popular Hindu devotional movements of the period). The bibliography will be used by specialists engaged in research in this period, by graduate students undergoing training in Ph.d and M.A. programs in the United States and elsewhere, and by undergraduates who wish to do research papers and term papers in medieval Indian history.

On first consideration it might appear to be unnecessary to include the scholarly publications of all the major Indian languages in the bibliography since there are unlikely to be scholars outside a region who have the requisite linguistic skills to read secondary materials in, for example, Gujarati. However, there are a number of compelling reasons for including entries from as many languages as possible. First, a systematic compilation of entries in a regional language will be of great utility for all scholars interested in the history of that region whether they read the language or not. It will be relatively easy to determine from the translated titles and from the subject analysis what work has been done in regional history and what remains to be done. Second, the bibliography will list and analyze the content of the published primary historical materials in the various regional languages. Thus, a scholar in the activities of the Mughals in 17th cen-

tury Gujarat or Bengal might find that he must obtain access to materials in Bengali or Gujarati cited in the bibliography. In general, it can be said that the publication of a bibliography on Medieval history which includes the scholarly output of all the major Indian languages will have an immense impact in shaping the nature and direction of future research both in India and the West.

The bibliographic purpose of the project is to provide an accurate, comprehensive bibliographical tool for the use of librarians and bibliographers concerned with South Asia. When complete, the work will ease the problems of building collections and of inter-library borrowing. To facilitate usage by library specialists the bibliography will have the following characteristics: (1) Whenever possible, the main entry for each work will be consistant with the usage of the Library of Congress/ National Union Catalog volumes. Entries for serials and periodicals will be consistant with the Union List of Serials or the British Union List of Periodicals. It is evident that a large number of the titles to be included in the bibliography have been not cataloged in the LC/NUC volumes. When the author can be established through other works cited in the NUC volumes, the established entry form will be used, with appropriate "see references". The main entry form of the library holding the title will be used if all efforts to discover the NUC usage fail. (2) At least one location will be given for every title listed in the bibliography. (3) The author index will contain the necessary "see references" to lead the user from the authors' names commonly used in the literature to the entries used either by the NUC volumes or by the library recorded as holding the title. (The basic organization of the bibliography will be by general subject area. However, whenever necessary, works will also be classified under several subject headings which will appear in a seperate subject index. The index will include personal names, names of institutions, etc.. In other words, the contents of each item to be included will be scrutinized in order that the principal topics considered in the work will be listed in the appropriate parts of the subject index. In order that the reader may better understand the bibliographic mechanics and the highly detailed nature of the work undertaken in India, the Project's Handbook of Procedure (amended for use in India) has been appended.

Bibliographic research thus far has been conducted in three phases; each phase being carried out in a location where the types of material being sought are most readily available. To this end, funding was sought and obtained for research in the western language materials available in Great Britain and in the United States. The subject of this report is the results of bibliographical research in Hindi and Urdu language materials located in various scholarly libraries in India: that was funded by the U.S. Office of Education, Institute of International Studies. This research was intended as a pilot project to test the feasibility of collecting bibliographic data on published materials in the remaining languages of the sub-continent that have significant literatures on the medieval history of the sub-continent. The research activity of the Hindi-Urdu phase of the Medieval India Bibliographical Project are described below.

PROCEDURES

During the period of organization of this phase of the Project, the editors encountered a host of bureaucratic problems generated primarily by the strained relations between the United States and India. Time and persistance on the editors' part finally resolved these difficulties and the Project began operating in the late summer of 1973. In this section of the report the writer will outline the principal organizational difficulties encountered and how they were resolved. As will be seen, the fundamental institutional and cultural differences between India and the West forced the editors to modify research procedures and techniques which have proved effective in the United States and Western Europe. In effect, the editors set out to organize a large body of bibliographic data in ways, and with a degree of precision, generally unknown in South Asian libraries.

While there are many relatively large collections of both Hindi and Urdu materials in North India, no library can be said to be anywhere near comprehensive in its collection. Materials are, thus, spread among several widely dispersed major libraries. At the same time, even modest collections may contain important works that are unique. This situation required considerable travel by the Project's researchers to widely seperated cities under conditions that were less than ideal. Work was carried out in libraries and private collections in Calcutta, New Delhi, Bombay, Aligarh, Rampur, and Hyderabad.

It is difficult, in many instances, for outsiders to gain access to collections and libraries in India without actually appearing at the institution and making themselves known to the people in charge. For a variety of reasons, replies are frequently not received to mail requests for permission to work in libraries and effective telephone communication is extremely unusual. In consequence, almost all arrangements had to be made personally by the Project's Research Associate. Such arrangements were time consuming and resulted in considerable delay in getting work underway at many institutions. On the other hand, it should be pointed out that once the initial formalities had been concluded, the complete cooperation, within institutional rules, of almost all the libraries visited was readily obtained.

A major problem was the selection of Research Assistants for the Project. It was anticipated that the patterns of academic employment in India would ensure the availability of a cadre of qualified workers but this belief proved to be over-optimistic. It is, unfortunately, true that many Indian M.A.'s have had little experience with research collections and, in far too many cases, have had little experience in doing any sophesticated library work at all. A relatively large number of applicants sought positions with the Project but a major percentage either were judged to be, or proved to be, unsuitable for the tasks to be undertaken. The short duration of the Project, actually less than one year, was a barrier to other applicants who, very reasonably, were searching for longer term employment. In addition, the suggestion that some inter-city travel would be expected served to deter some of the female candidates since women traveling alone in India are likely to suffer indignities that make such travel a real hardship. In the end,

it became necessary to send the female Research Assistants in pairs for mutual support and protection.

As should have been anticipated, the backgrounds and qualifications of those who were hired as Research Assistants proved to be quite varied. Individuals who, on paper, appeared to be highly qualified proved unable to do the work required. Others having almost minimal qualifications did very good work indeed; showing considerable energy and enthusiasm in pursuit of obscure materials. Some individuals were hired to work for a short time on materials located in a particular library or city. Other commitments prevented them from working full time for the Project. In general, there was considerable variation in the character and tenure of the Research Assistants during the Project's activities.

The full administrative burden of this effort fell on the Project's Research Associate, Mrs. Shenaz Munshi who hired, paid, trained, and directed the activities of the Research Assistants. In addition, Mrs. Munshi also carried out a high percentage of the verification procedures that are necessary to ensure the bibliographic accuracy of the data collected by the various Research Assistants. Indeed, much of the success of this phase of the Project is due entirely to Mrs. Munshi's organizational skill, patience, and energy.

The activities of the Project's two Academic Consultants was also of great importance to the success of this phase of the Project. Dr. Om Prakash, of the Delhi School of Economics, University of Delhi, was the consultant for Hindi language materials and gave unstintingly his advice and support to the Research Associate in starting the Project's activities in India; providing very practical as well as scholarly advice. Dr. K. A. Nizami, pro-Vice Chancellor of Aligarh Muslim University, served as Academic Consultant for Urdu language materials. Under his auspices, the Project became affiliated with Aligarh Muslim University and Dr. Nizami was able to recruit qualified Research Assistants for the work carried out at AMU. In spite of his heavy administrative schedule, Dr. Nizami made every effort to exercise close supervision over the initial stages of the work and his efforts were all-important to the success of this phase of the Project.

The difficulties in attaining the goals set for the Project's activities were, as can be seen above, considerable but the greatest problems were those resulting from the extreme differences between libraries in India and the West. It is, unfortunately, true that only within the last few years has the importance of full bibliographic description been widely recognized in India. While great strides have been made in cataloging practice for currently published materials, particularly those published in English, the enormous cost of recataloging titles acquired earlier would place too great a strain on Indian libraries' limited budgets to make this possible. As a result, a large percentage of the catalogue cards for the materials being checked by the Project's personnel were simply inadequate; lacking publishing data, pagination, and other important bibliographic details. Another major difficulty is that main entry forms are inconsistant, even within one library. Perhaps most troublesome is the fact that adequate subject catalogs for collections are most often non-existant.

In response to the problems outlined above, the Hindi-Urdu phase of the Medieval India Bibliographical Project was carried out somewhat differently than the phases conducted in North America and Great Britain. Rather than employing one or two full-time Research Assistants, the work in India was carried out by a total of nine such staff members. These workers were employed for varying lengths of time in different localities; a few working for the duration of the project and the remainder being employed at specific tasks or at specific libraries. All of the Research Assistants were paid on a piece-work basis and were only paid when the Research Associate judged the completed bibliographic forms acceptable. Rates of compensation were set by the Academic Consultants in consultation with the Research Associate and approved by the editors. It was necessary to increase these rates twice during the period under review in order to keep pace with the extremely rapid rate of inflation characteristic of the Indian economy. Additional sums for extraordinary intra-city and inter-city travel were granted by the Research Associate as these expenses arose.

The searching strategy used in North America and Great Britain had to be revised to fit the Indian scene. Published bibliographic information on Hindi and Urdu materials dealing with the medieval period proved to be inadequate both in coverage and in bibliographic description. The absence of subject catalogs in many libraries, and the fairly chaotic organization evidenced by a few, required a shelf-by-shelf examination of the monographic titles in most of the libraries visited. While this is a cumbersome and time-consuming process, it still appears to be the best method of gathering the maximum amount of bibliographic information. Under these conditions, it was necessary to modify the procedures developed for the work done in western libraries where the bibliographical resources are somewhat more satisfactory. The Project's Manual of Procedure for work carried out in North America and Great Britain calls for a three step operation:

Step I: Preliminary description from examination of subject bibliographies, library catalogs, citations in articles and monographs being examined.

Step II: Verification of bibliographic information to the extent possible in the National Union Catalog printed volumes or in other standard sources.

Step III: Inspection of the item and assignment of "tentative subject categories".

This system proved to be largely unworkable under Indian conditions and the three steps were combined; the "original citation sections" only being filled in when citations were discovered in bibliographic sources or in other works being inspected.

Because the main entry forms used in Indian libraries, particularly those for the older materials, differ so greatly from those used by the Library of Congress, one of the principal bibliographic tasks of the Research Associate was to verify and correct the entries using, when

possible, the National Union Catalog volumes. The importance of this effort can be illustrated by one example. One of the Research Assistants had, using the title page as instructed, cited the author of Rambhakti-sahitya mem Madheoa upasana as "Bhuvaneśvaranatha Misra Madhava". The Research Associate verified the main entry as "Misra, Bhuvaneśvaranatha, 1912- ." from information provided by the National Union Catalog. The importance of this verification process to the success of the Project cannot be overemphasized since it ensures uniformity in main entry forms, "see references", and "added entries". The only copy of the National Union Catalog available to the Project's Research Associate was in the offices of the American Libraries Book Procurement Office, New Delhi and the cooperation of that office in permitting the Project's workers to use this valuable bibliographic resource is much appreciated.

When the verification process was completed and all possible bibliographic data checked, the materials were boxed and shipped to the Project's headquarters at the University of Wisconsin-Madison. As the materials arrive from India they are being checked and integrated with the files of materials being gathered in North America and Great Britain.

RESULTS

The results of this bibliographic research effort can best be described by the figures cited below:

BOOKS/MONOGRAPHIC SERIALS	3,174
PERIODICAL LITERATURE	2,648
FESTSCHRIFTEN/COMPENDIA, ETC. (contributions)	1,489
UNPUBLISHED DISSERTATIONS	280
Total data collected	7,591

Sample copies of the completed forms will be included in the appendix.

CONCLUSIONS

In any bibliographic undertaking of the character described above it is virtually impossible to claim that coverage is complete. Inevitably, such claims are almost immediately disproved. Given the conditions under which the work had to be conducted in India, it is more than likely that some materials remain undiscovered. It is, regretably, impossible to accurately establish the total quantity of material in Hindi and Urdu that deals with the medieval period of Indian history. It should, however, also be pointed out that such an estimate for periods of American history would be almost equally difficult to establish in spite of the more wide-spread and sophisticated bibliographical apparatus available for Western language titles. The editors can claim that a very large number of items have been examined and described and that, so far as can be determined at the present time, there are rela-

tively few significant materials that have not been included. This material has been accurately described in more complete and standardized detail than ever before. It is anticipated that this new wealth of previously obscure research material will serve to stimulate further the interest of the international scholarly community in the study of medieval India.

The apparent success of the Hindi-Urdu phase of the Project suggests strongly that it is possible to conduct bibliographic work of this character in India in spite of the fact that the usual bibliographic aids familiar to Western scholars are almost entirely lacking, or are of less than satisfactory quality. Constant effort and strict application to necessary details, in combination with a well thought out research format, does yield positive results.

MEDIEVAL INDIA BIBLIOGRAPHICAL PROJECT
MANUAL OF PROCEDURE

PURPOSE AND SCOPE

The purpose of this work is the completion of a comprehensive bibliography of published materials dealing with the Indian sub-continent during the period 630 A.D. - 1750 A.D. with certain limitations on coverage that are given below. No work will be excluded because of the language and no qualitative evaluation of any work will be attempted. To the best of our ability, all materials published, and all dissertations completed, through the end of 1970 will be included.

DEFINITION OF CONTENT

This bibliography, when completed, will be of immense assistance to those historians and other scholars who study one of the most important processes in world history: the interaction between Islamic or Muslim civilization and Hindu/Buddhist ciivilization on the Indian sub-continent. As we have seen with the formation of Bangladesh, this encounter is still working itself out, often in a very painful fashion for the participants. This is the intellectual core of the bibliography and the touchstone for the inclusion or exclusion of published materials. Those materials which bear directly or reasonably indirectly on this process should be listed and indexed. Those which do not should be excluded.

In a practical way, how do we define this process? The most important and obvious form of interaction between the two civilizations was that of warfare leading to conquest and political domination by Muslims over Hindus, Buddhists, tribal groups and other minor non-Muslim religious groups in India. Within a very short time after the death of the Prophet Muhammad (630 A.D.) a frontier was established between what is today eastern Iran (i.e. the province of Sistan) recently conquered by Muslim Arabs and the territories of the Hindu Shahiya dynasty in what is today western Afghanistan (including the coastal district of Makran). The pattern of contact was soon established. For the next millenium, Islamic warriors and their followers --first Arabs, later Turks, Afghans and Persians---exerted steady military pressure by raiding--occasionally stepped up to invasions in force. This was countered by equally steady resistance by Hindu/Buddhist forces. But eventually, despite this resistance there was a breakthrough and the acquisition of a large chunk of territory by the Muslims. When this happened the Muslim conquerers were able to move ahead, consolidate their rule, establish a new base and begin pressure on a new frontier line. The major breakthroughs were as follows:

1) 713 A.D., the Arab conquest of Sind (the lower Indus valley) by a naval expedition; establishment of contact between Arabs of Mansurah and the Gurjara-Partihara kingdom.

2) 870 A.D., conquest of Kabul by the Muslim Saffarid dynasty; continued conflict with the Hindu Shahiya dynasty.

3) 1001-1025 A.D., conquest of Peshawar valley and the entire Panjab by Mahmud of Ghazni; new frontier along western U.P. border: Mahmud and his successors mount raids in force as far as Kanauj and Gujarat. Primary conflict with northern Rajput dynasties, the Tomaras, Candellas, etc.

4) 1191 A.D., Battle of Tarain; Mahmud of Ghur takes Delhi from the Chauhan Rajputs and in the next thirty years takes all of Indo-Gangetic plain to east Bengal; unseats the Pala dynasty of Bengal.

5) 1307-1313 A.D., conquest of Doogir, (Daulatabad, near present day Aurangabad) capital of the Yadava dynasty and of Warangal, capital of the Kakatiya dynasties. Muslims use Deccan as a base.

6) 1565 A.D., Battle of Talikota, conquest of Vijayanagar by the Muslim Sultanates of the Deccan pushes the frontier to the south.

7) 1640-50 A.D., conquests of Bijapur and Golconda in the eastern districts from Cuddapah south to the Kaveri River. Taken from the various successor nayaks to the Chandragirix kingdom which was in turn a successor to Vijayanagar.

8) 1700-1704 A.D., Mughal acquisitions of territory from the Hindu rulers of Mysore. From this point the Muslim retreat starts, although Muslim dynasties (e.g. the Nawab of the Karnatik) remain in the far south.

9) 1750 A.D., arbitrarily defined date for beginning modern period.

The bibliography is not by any means exclusively concerned with materials on political, military, or diplomatic history. This outline is merely intended to give you some sort of structured framework so that you can visualize the gradual progress of Muslim political domination over the subcontinent. We must include entries for all types of materials on all aspects of Indian society and culture in this period: religion, the arts, economic systems, etc.

Obviously materials which discuss the history of any of the Muslim conquering dynasties or which describe conditions in the area under their control will be included. This means that general works on the Ghaznavids, for example, which mention India only incidentally should be listed. So too, should a work like C.E. Bosworth's Sistan Under the Arabs, From the Islamic Conquest to the Rise of the Saffarids (30-250/651-864). All materials on the Arabs of Sind, the Delhi Sultans (five dynasties), the various regional dynasties which formed in the 14th and 15th centuries, the Bahmani Sultanate, the Sultanates of the Deccan, the Mughal Empire, and others as well must be included. However, you should also record materials on non-Muslim societies and kingdoms which had substantial contact with Muslims before they were conquered, such as the Hindu Shahiya kingdom of Kabul, the Pala kingdom of Bengal, the Gurjara-Pratihara kingdom, the Candellas, Vijayanagar kingdom, and the Hindu kingdom of Mysore. One of the most voluminous bodies of literature in the whole bibliography will be devoted to the Marathas. We can omit from consideration works concerned with a large number of mostly South Indian or Buddhist dynasties and the societies controlled by them whose dates fall within the period of the bibliography. Some examples of dynasties which can be firmly excluded would be: the Cholas, the Hoysalas, the Bandyas, the Choras, etc.

It is important to realize that you should enter all materials pertaining to Indian society within the limits set be the rule of Muslim domination or contact. For example, works on Hindu culture under Muslim rule must be listed. So that a translation or text of Tulsi Das's Ramayana, which was written in Hindi in North India under the rule of Akbar, the Mughal emperor, would be incorporated. This is essential even though there are only two oblique references to Muslims in the whole work. Other works which should be listed are from the body of descriptive literature about India written by travellers or scholars from the Muslim Middle East or from Christian Europe.

In short, we want to provide a bibliographic picture of published works which are available for study of the conquering Muslim dynasties, the society ruled by them and of conditions just preceding the Muslim conquest. This does not mean concentration on purely "Muslim" subjects. We want materials on bhakti as well as on Sufism.

Conquest was not the only means of contact between the two civilizations. Between 636 and 1750 a number of Muslim groups were peacefully settled in India in Hindu kingdoms. Arab sailors and traders lived in colonies in the western seaports. There were also occasional groups of political refugees like the Nawayat Arab community found on the Konkan coast. A number of small heretical Muslim communities also grew up, again largely on the west coast, as a result of proselytizing done by Ismaili millionaries. Any materials on the Khojas, Bohras, or Memans should be included. The Moplahs of Kerala are another such group

work. Clearly there must be some limitation on the number of subject index terms generated but it is hoped that in most cases the material itself will establish logical limits of description. The third index proposed is to be devoted to indexing, whenever possible, by areas or regions, a list of which is provided at the end of the instructions for the use of the various forms.

FORMS

The editors have evolved four forms (GREEN, Books/ Monographic Serials; PINK, Periodical Literature; BLUE, Unpublished Dissertations; YELLOW, Symposia, Festschriften, Compendia, Congresses) on which the collected bibliographic information should be recorded. We well realize that the bibliographic area we are attempting to cover may include materials which will not precisely fit any of the forms that have been developed. In these few cases, it is anticipated that the researchers will alter the forms used as they see fit so as to provide the needed information.

A more detailed explanation of how these forms are to be used will be given below, and the procedure will vary according to the type of form, but in each case there will be 3 general steps.

STEP 1. The "Original Citation" section will be filled in from a secondary reference source. This may be from a bibliography, a card catalog of a library, or a reference in a text being examined. Any reference to new material which might be of interest should be entered in this section on a new form.

STEP 2. Inspection of the item and filling in the "Verified Citation" and "Tentative Index Categories" sections. Entries should be made from the information given in the work itself.

STEP 3. (To be done by Mrs. Munshi) Checking the entries in standard library reference works such as the Library of Congress/National Union Catalog.

If there are no discrepancies between the entries made in STEP 2 and those given in the library reference sources, the work in the form will be complete. If there are discrepancies, the form will be returned to the researcher and we will attempt to resolve them.

At times - especially when searching for works in the stacks of a library - there may be no occasion to complete the "Original Citation" section for STEP 1. Omitting STEP 1. in these circumstances is acceptable; it has been provided for convenience and in order to allow reference to new material not actually in hand.

After STEP 3. Mrs. Munshi will prepare short author title forms giving the final entry. These will be kept in a Master Control File so that researchers will know what material has been covered. In general outline, the forms are much the same but the kind of information demanded to fill them out adequately varies according to the form of the material being dealt with. It is most important to follow the procedures set down as closely as possible. The rationale behind these procedures may not be evident but each has its purpose in the final product of this bibliographical effort.

NOTE. In the upper right hand corner of all the forms are the following notations:

Sheet No._____ Ignore this. For the use of the editors.

Bib. No._____ Ignore this. For the use of the editors.

LANGUAGE(S)_____ What is the language or languages of the work. If you are filling in the section of the form marked "Original" and are reasonably certain of the language, fill this space in in pencil. When you examine the work and are certain, list the language (or languages, arranged in order of importance) in ink.

One other item is of importance for all forms. This concerns the author of a work. We will follow the system of the Library of Congress which inverts the author's names and, in most cases, adds dates for further identification. Thus, instead of an entry of:

John Smith

We would have an entry reading:

Smith, John, 1610-1673.

Because this system is more difficult for non-Euro-

pean names, we must be particularly careful to include all possible variations of an author's name in the form of added entries. For instance, if the Library of Congress entry is:

Badayuni, 'Abdulqadir ibn Muluk Shah,1504? -

We must include a cross reference:

ABD al-QADIR ibn MULUK SHAH,Bada'uni, called Qadiri.

See

Badayuni, 'Abdulqadir ibn Muluk Shah, 1504? -

and one for all other variations of the name that a researcher might try to locate. The name should be entered on the form in the way it is in the work examined, and all other reference to variant forms pencilled in the margin of the form with an "x" by them.

GREEN: "Books/Monographic Serials".

For the purposes of this project, a book will be defined as a single or multi-volume work which is complete in and of itself. The entry may be an individual or a corporate body. A monographic serial can be defined as one of a number of separate works issued in succession and related to one another by the fact that each bears a collective title generally appearing at the head of the title page, on the half-title, or on the cover; normally issued by the same publisher in a uniform style, and in numerical sequence. The green forms should be used for all published monographs whether published in a series or separately. This category includes published dissertations.

STEP 1: "ORIGINAL CITATION".

When a reference to new books or serials is discovered which are candidates for the bibliography, enter the information given in the "Original Citation" section of the GREEN form.

"AUTHOR"

Give the form of the name/main entry exactly as it appears in the source (it may be useful as a cross reference). Provide all of the information available about the author;

it can be useful in identifying him and his other works.

"TITLE"

Record the title as it appears in the source. Use inverted commas if the title is not quoted directly, e.g. "See Jones' work on ..." would be recorded as "See work on ..." NOTE all information about editors, translators, editions, imprint, etc. after the title. For titles of works in non-roman alphabets add the transliteration given in the source or if there is none, transliterate according to the L.C. tables. Note in brackets which transliteration is used, i.e. (LC) or (Source).

"SERIES"

If book is in a series, this information should be cited exactly as given in the first source of bibliographic information.

"SOURCE"

The source of the original reference should be given completely. If the source is listed in the MASTER CONTROL FILE it may be cited briefly, but it must be cited in such a way and its location must be given so that another worker can locate it again.

FILE form in "BOOKS/MONOGRAPHIC SERIALS AWAITING VERIFICATION" file by main entry.

STEP 2. "VERIFIED CITATION"

"AUTHOR"

Cite as given in the work itself and transliterate the name according to the LC system. If a transliteration is given in the work, note it also in brackets. Note any other information - dates, etc. - that might be of help in identifying the author. If you have access to the Master File and the author's name has already appeared in it, or if you know the form used by the Library of Congress, make a note of it.

"TITLE"

Record the title as it appears in the work. Trans-

literate it according to the L.C. system; if a transliteration is given in the work, put it in brackets. Translate the title into English even if it is a proper name and appears the same as the transliteration.

"EDITION"

This should be indicated in the section "Title". Do not confuse editions with issues or reprints. Make a different form for each edition of a work and for each imprint if you are uncertain as to the variations between them. If you have located only one edition, attempt to obtain as much information as possible about previous editions or issues from the book, noting it on a separate sheet of paper or, in pencil, in the margin.

"SERIES"

Enter the series as given in the book, if it conforms to the definition of series given at the beginning of this section. Transliterate the title according to the L.C. system. If a transliteration appears in the work record it in brackets. Translate the series title. If the "series" noted in the source of verification and on the book itself is not actually a serial publication, but is a "publisher's series" or a finite set of volumes each by a different author or editor but collected under one general "serial" title by the publisher, change "series" to read "In" and cite the compilation.

"PLACE, PUBLISHER, DATE"

Note the imprint as follows: "New York, Harper, Row & Sons, 1955" or "New York, Boston: Harper, Row & Sons". If there are two different editions with different imprints, make separate forms for each. If the copyright and the publications dates differ, note both, with a "c," before the copyright date. If the date given is Vikrama or A. H. note the Western equivalent in brackets if possible.

"PAGINATION"

Record the last number of each sequence printed in the text: vi, 386; not i-vi, 1-386. Do not count unnumbered pages or leaves. For multi-volumned sets, cite only the number of volumes instead of the pagination. If introductory pagination is in Hindi or Urdu alphabets rather than in numbers, record Ist, last, in transliteration, with actual number of pages in Roman numerals in

parentheses, i.e. n-t (vii).

"SIZE"
Note the length of the volume in centimeters.

"ILLUS, MAPS, BIBLIOGRAPHY, INDEX"
Put a plus sign in the spaces provided if any of these are included in the title being considered. Numbered plates can be given in the pagination (vi, 368, XII plates) and the "Illus" space can be checked.

"NOTES"
Include information pertaining to the bibliographic aspect of the reference: editions, revisions, or continuations, not given on the title page.

"LOCATION"
Leave this space blank.

"Inspected at ... other"
Write name of library where work is seen, "By" your initials, "Date" on which work is inspected.

MARGINAL NOTES - Added Entries (AE) and Cross References (X)
When searching and verifying, note in the margin all cross references to the main entry that may be useful or necessary.

Note any added entries or alternative entries -- second authors, translators, commentators, etc. -- encountered in searching.

FILE by main entry in "MONOGRAPHS AWAITING INSPECTION" file.

"TENTATIVE INDEX CATEGORIES"

A. The inspector should scan the title being inspected for further bibliographic references from the volume's

or article's bibliography, footnotes and text. Appropriate entries for this new bibliographic information should be made in the "Original Citation" sections of green, yellow, blue, or pink forms.

B. The inspector should analyze the text of the work being inspected, and on the verse of the appropriate form should fill in the sections "Subject Analysis" and "Tentative Index Categories". The Index Categories are listed below. The list of subject categories is by no means exhaustive since an open subject vocabulary will be maintained until the final editing process. At this point, it is hoped that as many proper names will be included as possible. It is difficult, and actually undesirable to be too specific in giving direction to those who are inspecting materials and filling in the spaces of the section of the form labeled "TENTATIVE INDEX CATEGORIES". As mentioned above, categories should, in general, proceed from a general to a specific descriptive term in a descending order in the assignment of terms used for "Period", "Location", and "Subject". Terms for "Generic Description" are established below and here, again, one may use new terms when necessary.

"PERIOD"

If the period of coverage is undefined or if the work treats the whole period, use the term "General". Otherwise be as specific as the scope of the work permits (e.g. Mughal period. or Mughal period -- Akbar reigned.). Whenever possible, give the exact dates specified.

"LOCATION"

Every work analyzed should automatically be given a classification for location of the subject matter. Works which have an all-South Asia scope should be given an "All-India" or "general" classification, e.g. M. Mujeeb's The Indian Muslims. However, other books and articles will be more restricted in scope. The next level of classification should provide information for one of four major geographical divisions: Afghanistan, North India, Deccan, and the Far South. For example, S.A.A. Rizvi's Muslim Revivalist Movements in Northern India should be given a "North India" description. Other items will be far more specialized and should be listed under one or two of fourteen regions. In North India these would be: Assam, Bengal, Orissa, Hindustan (present-day Uttar Pradesh and Bihar), Rajasthan, Panjab, Kashmir, and Gujarat. In the Deccan these would be: Maharashtra, Gondwana, Andhra/Telengana, and Mysore. In the Far South, Tamilnad and Kerala will be the regional location terms used. Thus,

Anjali Chatterjee's Bengal in the Reign of Aurangzib, 1658-1707 would clearly be listed under Bengal. Other works might be concerned only with individual cities or sub-regions. In every case, make the broadest classification permitted by the work being investigated and then follow it by more specific terms for region and place when this is called for.

Example: Deccan-Andhra/Telengana-Hyderabad.

"GENERIC TERMS"

Note whatever describes the character of the work being investigated using the terms below in descending order.

Example: Original source-text chronicle.

I. "Original Source" - if written pre-1750.
   A. "Text" - if original source in original language.
   B. "Translation" - of original or secondary source.

II. Other terms. Not meant to be exhaustive.
   A. Bibliographical terms
      1. Archival finding aids (pertaining to unpublished materials in archives.)
      2. Bibliography
      3. Catalogue - pertaining to specific collections of specific libraries or museums.
      4. Index
      5. Union list - pertaining to holdings of a group of libraries.
   B. Lexical terms
      1. Concordance - an alphabetical word or subject index showing the places in a text of a work or in the works of an author where each principal word may be found, often with its immediate context.
      2. Dictionary
      3. Lexicon/Glossary
      4. Grammar
   C. Organizational, research aids
      1. Those pertaining to time
         a. Calendar
         b. Chronology
         c. Ephemeris - an astronomical almanac, giving the computed places of the celestial bodies for each day of the year or for other regular intervals.

2. Those pertaining to <u>place</u>
   a. Administrative manual
   b. Atlas
   c. Gazetteers
3. Those pertaining to <u>subject</u>
   a. Corpus - the whole body or account of writings of a particular kind or on a particular subject.
   b. Handbook, manual - other than administrative.

If non of these terms applies, and if the work is not some other particular type, leave the space blank.

<u>"SUBJECT"</u>

In general, note broader descriptive terms first, refinements of each underneath it, e.g. Art/Art History -- Painting. Include key terminology prominent in the text, e.g. <u>Jati</u> (caste), giving both the original language and the translation used in the source.

Some suggested descriptive terms and subject headings have been drawn up. They are listed on a separate sheet. Do not feel limited by them if you feel another term would also be useful. List as many terms as necessary but try not to exceed ten.

<u>"INSPECTED ... BY ..."</u>

When all work has been completed the person who has "inspected" the title should note the location of the copy inspected, his or her name and date. Any unresolved problems which the editors or persons with access to better bibliographic resources will have to resolve should also be noted.

<u>YELLOW</u>: "Symposia, Festschriften, Compendia, Congresses"

This form is to be used for any <u>article/contribution</u> included in any collection consisting of articles by various authors or one author, such as Symposia (articles written for a specific occasion on a general theme agreed upon beforehand), <u>festschriften</u> (articles in commemoration volumes), Compendia (ad hoc collections of articles, the publications of congresses whether published serially or separately, and articles appearing in encyclopedias.

Use the GREEN (Books/Monographic Serials) or PINK (Periodical Literature if the publications appear serially)

forms to record the main entry and title of the volume and YELLOW (Symposia...) forms to record individual contributions. The GREEN or PINK forms for each collection should be accompanied by a list (author and short title) of all the YELLOW forms made for that collection. Clip all of the YELLOW forms to the GREEN or PINK forms until all work has been completed on the articles/contributions in the volume.

The format of the YELLOW forms is generally the same as the GREEN forms treated above. Where variations on the entries from the GREEN forms occur, they are treated below.

STEP 1: "ORIGINAL CITATION"

"AUTHOR OF ARTICLE/CONTRIBUTION"

Record the entry as given in the source. Transliterated it as on the GREEN forms. Record the "author" even if he is actually the translator, etc.

"TITLE" (of article/contribution)

Fill in as given in the source. Transliterate it as on the GREEN forms.

"IN"

Cite the volume in which the article appears. Give main entry, title, imprint, pagination, and any other information. (If only a main title is given without specific reference to a specific article, but it is probable that some article in it will be relevant, fill in the information about it in the "Original Citation" section of a GREEN form.)

FILE in "BOOKS/MONOGRAPHIC SERIALS AWAITING VERIFICATION" file by main entry of the volume. Attach YELLOW forms to the GREEN form.

STEP 2: "VERIFIED CITATION"

"AUTHOR OF ARTICLE/CONTRIBUTION"

Note as given in the volume itself. Fill in upon inspection, transliterating it as on the GREEN forms.

"TITLE"

Note as given in the volume itself. Transliterate as on the GREEN forms. Translate.

"PAGINATION", "ILLUS", "MAPS", "BIBLIOG." etc.

Refer to the article in the volume being investigated.

"IN"

The information cited in this section will be identical to that given in the "VERIFIED CITATION" section of the GREEN form for the volume as a whole.

"TENTATIVE INDEX CATEGORIES"

Work should be carried out as in the instructions for the GREEN forms - STEP 3.

BLUE: "Unpublished Dissertations"

BLUE forms will be used to describe unpublished dissertations in their unpublished form. Published dissertations will be recorded on GREEN forms.

FILE in "UNPUBLISHED DISSERTATIONS AWAITING VERIFICATION" file by main entry.

Complete the form as requested in the section dealin with the GREEN form.

FILE in MASTER CONTROL FILE by main entry.

PINK: "Periodical Literature"

A periodical can be defined as "a serial appearing or intended to appear indefinitely at regulat or stated intervals, generally more frequently than annually, each issue of which normally contains separate articles, stories, or other writings. Newspapers disseminating general news, and the proceedings, and other publications of corporate bodies primarily related to their business meetings are not included in this form". The PINK forms are to be used for references to any article/contribution in a periodical.

STEP 1: "ORIGINAL CITATION"

Fill in the bibliographic information as indicated for the GREEN forms.

FILE PINK forms by title of periodical, then by author, name inverted in L.C. form in the "PERIODICAL LITERATURE AWAITING VERIFICATION AND INSPECTION" file.

STEP 2: "VERIFIED CITATION"

Fill in on inspection. Transliterate and translate as on the GREEN forms. The forms are kept together through STEP 3 so that all the articles in one periodical may be examined at one time. Be sure that the volumes, numbers, dates, pagination are correct.

"LOCATION"

Leave this space blank.

NOTE - All references in the "ORIGINAL CITATION" should be as complete as possible in case the periodical is unavailable for inspection.

Searching Symbols

+ means "has" or "is listed in" a catalog or source, e.g. +WU means that WU has the exact title being searched, as corrected by the searcher.

o means "doesn't have" or "not listed" or, in practice, "not found by the searcher under the entries listed".

WU+1898 means "WU has the 1898 edition/issue"
WU=vol 1 means "WU has volume 1 only"

WU+au means "WU list the author, but not this title", and assumes that the searcher has correctly identified the author of both books as the same person. Whenever there is any possibility of conflict over who is the author, it is better to put "oWU" or to note the conflict.

AE means "added entry" i.e. an additional entry under which the title has been cataloged, as well as for

N.A.

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SAMPLE FORM 1

Sheet No. _____

Bib. No. _____

BOOKS/MONOGRAPHIC SERIES

LANGUAGE(S) Hindi
Rājasthānī

ORIGINAL CITATION

Author _____

Title _____

Series _____

Source _____

VERIFIED CITATION

Author P Jodharāja, fl. 1728

Dās, Śyām Sundar, bahādur, 1875, editor (d. 1945)

Title _____

Edition _____

Series _____ Nagarī-pracāriṇī Granthā

Place, publisher, date : _____

Pagination 3, 71, 163 Size 18 × 24 Illus No Maps No

Bibliog No Index No Notes _____

VERIFICATION DATA

Author/titles ; LC/NUC _____ BM _____ Other unverified

Series : ULS MST 61-5 BUCOP _____ other _____

LOCATION

INSPECTED at WU _____ Other _____ By _____ Date _____

Not in: U.M.

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TENTATIVE INDEX CATEGORIES :

PERIOD

LOCATION

GENERIC DESCRIPTION

SUBJECTS

COMMENTS

FINAL FORM OF INDEX CATEGORIES :

PERIOD

LOCATION

GENERIC DESCRIPTION

SUBJECTS

COMMENTS

SAMPLE FORM 2

BEST COPY AVAILABLE

Sheet No. _____

Bib. No. _____

PERIODICAL LITERATURE

LANGUAGE(S) Urdu

ORIGINAL CITATION

Author _____

Title of Article _____

Periodical Title _____

Source _____

VERIFIED CITATION

Author _____

Title of Article _____

Periodical Title _____

Volume, issue (date), pagination _____

Illus _____ Maps _____ Bibliog _____ Notes _____

Verification of Periodical Title: ULS _____ BUCOP _____ other _____

LOCATION

INSPECTED at WU _____ Other _____ By _____ Date _____

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TENTATIVE INDEX CATEGORIES :

PERIOD 12th C. A.H. / 18th A.D.

LOCATION

GENERIC DESCRIPTION Geography

(known as....)

SUBJECTS

- 18th C.

COMMENTS

FINAL FORM OF INDEX CATEGORIES :

PERIOD

LOCATION

GENERIC DESCRIPTION

SUBJECTS

COMMENTS